



Transfer Request

Employee Name: Cody McAdam

Date: 12/31/13

Current Shift/Dep: 1 Hornel

Shift Requesting: 1 Tumbler

Reason: _____

Date of Requested Transfer: 1/6/14

Office Use Only

Attendance: Great

Work Performance: PR on 10/25/13 score 4.57

Available Opening: _____

CMG Approval: Kelsey Adkins

Operations Manager Approval: Math/mack

Work Restrictions: n/a

Payroll/Status Employment Agency
Change Notice CME

Effective Date 1, 11, 14

Employee McAdam John

Department FROM HRM TO PERM

Change(s)

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/Wage	\$ 8.00 Per Wk	\$ 9.50 Per Wk
Other	\$ Per	\$ Per

Reason For Change(s)

- Dentition
- Dept. Transfer
- New Hire
- Layoff
- Other
- Merit Increase
- Probation Complete
- Promotion
- Reevaluation
- Retired
- Resignation
- Retirement
- Transfer

Leave of Absence

- Educational
- Military
- Other
- Medical
- Family Leave
- Personal

Comments:

Office Use Only:

Last 3 Pay Increase (Date, From/To Amount, & Reason):

Date: _____ From: \$ _____ To: \$ _____ Reason: _____
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Change Authorized By: McAdams Date: 12/31/13

Change Approved By RF: _____ Date: _____

Change Approved By Agency: _____ Date: _____